

OVERVIEW OF BUDGET

**DEPARTMENT: PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN/
CONSERVATOR/CORONER**
ADMINISTRATOR: BRIAN McCORMICK

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
PA/PG/Conservator/Coroner	5,345,789	1,039,936	4,305,853		75.1
Forensic Pathology Grant	12,068	95		11,973	-
TOTAL	5,357,857	1,040,031	4,305,853	11,973	75.1

BUDGET UNIT: PA/PG/CONSERVATOR/CORONER (AAA PAC)

I. GENERAL PROGRAM STATEMENT

The Public Administrator is required by law to take charge of the property of persons who have died when no executor or estate administrator has been appointed. The Coroner investigates deaths to determine the cause and clarify all circumstances surrounding or pertaining to the manner of death. By court appointment, the Public Guardian acts as conservator of any individuals found to be gravely disabled or to lack capacity to manage their finances and provide for their own care.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	4,362,490	4,755,894	4,910,612	5,345,789
Total Revenue	765,741	614,000	804,530	1,039,936
Local Cost	3,596,749	4,141,894	4,106,082	4,305,853
Budgeted Staffing		78.5		75.1

Workload Indicators

Public Administrator cases	405	350	400	480
Coroner cases	8,863	8,800	9,000	9,400
Autopsies	622	700	700	730
Public Guardian Probate cases	148	240	240	240
Public Guardian Conservator cases	449	625	625	625

Variance from budget in appropriations is in services and supplies - unanticipated temporary help needs, maintenance charges, unbudgeted risk management charges, and upgrades/maintenance costs of software used for the coroner and public administrator/public guardian activities.

Although the state SB90 reimbursement was eliminated, revenue is still expected to exceed budget by \$190,000. This is due to an increase in Targeted Case Management revenue and increased collections in coroner fees, estate fees, and other current services. The net variance is expected to be \$35,000 under local cost.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 4.0 positions (2.0 Deputy Coroner Investigator and 1.0 Clerk IV, and 1.0 PSE/Contract position) as the result of the 4% Spend Down and 30% Cost Reduction Plans.

A new Project Administrator position is added, funded by federal Targeted Case Management and MediCal Administration revenues. Additionally, budgeted units for several positions were reduced slightly by 0.4, resulting in a total net increase of 0.6 budgeted staffing.

PROGRAM CHANGES

None.

OTHER CHANGES

The proposed budget provides for an overall net increase of \$68,000 in current service revenues to match the anticipated collection levels for 2002-03: PA/PG estate fees (+\$30,000) Coroner report fees (+\$3,000), and other services (+\$35,000). Additionally a new source of revenue, federal Targeted Case Management (TCM), was identified mid-year in 2002-03. The actual TCM receipts are projected to be \$280,000 for 2002-03, and the department expects that this revenue source will provide as much as \$512,000 in 2003-04.

IV. VACANT POSITION IMPACT

The department has 1.0 vacant budgeted position in the 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>1.0</u>	Retain
Total Vacant	1.0	

V. OTHER POLICY ITEMS

Seven policy items are submitted for Board of Supervisors consideration. These items request the addition of 20.5 budgeted positions for a total local cost of \$1,243,418.

VI. FEE CHANGES

The 2003-04 fee proposals recommend an increase in the private autopsy fee (\$1,500 to \$2,000) and the addition of various service fees, resulting in \$28,620 of additional revenue.

GROUP: Law and Justice
DEPARTMENT: Public Administrator/ Public Guardian/Conservator/Coroner
FUND: General AAA PAC

FUNCTION: Public Protection
ACTIVITY: Other Protection

PA/P/G/CONSERVATOR/CORONER

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	4,541,964	4,506,126	297,363	-	4,803,489
Services and Supplies	738,264	620,615	(21,330)	-	599,285
Central Computer	54,279	54,279	(15,686)	-	38,593
Other Charges	467,900	467,900	-	-	467,900
Equipment	1,231	-	-	-	-
Transfers	<u>32,490</u>	<u>32,490</u>	<u>(1,735)</u>	<u>-</u>	<u>30,755</u>
Total Exp Authority	5,836,128	5,681,410	258,612	-	5,940,022
Reimbursements	<u>(925,516)</u>	<u>(925,516)</u>	<u>-</u>	<u>-</u>	<u>(925,516)</u>
Total Appropriation	4,910,612	4,755,894	258,612	-	5,014,506
<u>Revenue</u>					
Current Services	516,000	450,000	-	-	450,000
State, Fed or Gov't Aid	288,530	94,000	94,653	-	188,653
Other Revenue	<u>-</u>	<u>70,000</u>	<u>-</u>	<u>-</u>	<u>70,000</u>
Total Revenue	804,530	614,000	94,653	-	708,653
Local Cost	4,106,082	4,141,894	163,959	-	4,305,853
Budgeted Staffing		78.5	(4.0)	-	74.5

GROUP: Law and Justice
DEPARTMENT: Public Administrator/Public Guardian/Conservator/Coroner
FUND: General AAA PAC

FUNCTION: Public Protection
ACTIVITY: Other Protection

PA/P/G/CONSERVATOR/CORONER

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	4,803,489	180,512	4,984,001	-	4,984,001	-	4,984,001
Services and Supplies	599,285	425,395	1,024,680	-	1,024,680	-	1,024,680
Central Computer	38,593	-	38,593	-	38,593	-	38,593
Other Charges	467,900	(277,900)	190,000	-	190,000	-	190,000
Equipment	-	-	-	-	-	-	-
Transfers	<u>30,755</u>	<u>15,344</u>	<u>46,099</u>	-	<u>46,099</u>	-	<u>46,099</u>
Total Exp Authority	5,940,022	343,351	6,283,373	-	6,283,373	-	6,283,373
Reimbursements	<u>(925,516)</u>	<u>(12,068)</u>	<u>(937,584)</u>	-	<u>(937,584)</u>	-	<u>(937,584)</u>
Total Appropriation	5,014,506	331,283	5,345,789	-	5,345,789	-	5,345,789
Revenue							
Current Services	450,000	68,000	518,000	-	518,000	-	518,000
State, Fed or Gov't Aid	188,653	333,283	521,936	-	521,936	-	521,936
Other Revenue	<u>70,000</u>	<u>(70,000)</u>	<u>-</u>	-	<u>-</u>	-	<u>-</u>
Total Revenue	708,653	331,283	1,039,936	-	1,039,936	-	1,039,936
Local Cost	4,305,853	-	4,305,853	-	4,305,853	-	4,305,853
Budgeted Staffing	74.5	0.6	75.1	-	75.1	-	75.1

PA/PG/CONSERVATOR/CORONER

Base Year Adjustments

Salaries and Benefits	(109,200)	4% Spend Down Plan - 2.0 budgeted Deputy Coroner Investigator positions.
	248,753	MOU.
	206,114	Retirement.
	35,661	Risk Management Workers Comp.
	(83,965)	30% Cost Reduction Plan - delete 1.0 budgeted Clerk IV and 1.0 PSE/Contract position.
	<u>297,363</u>	
Services and Supplies	(56,476)	4% Spend Down Plan.
	6,493	Risk Management Liabilities.
	<u>28,653</u>	Increase in coroner transportation costs. offset by increased revenue.
	<u>(21,330)</u>	
Central Computer	<u>(15,686)</u>	
Transfers	<u>(1,735)</u>	Incremental change in EHAP.
Total Appropriation	<u>258,612</u>	
Revenue		
State, Fed or Gov't Aid	(84,000)	SB90 Revenue Loss.
	28,653	Increase in Targeted Case Management (TCM) revenues.
	<u>150,000</u>	30% Cost Reduction Plan.
	<u>94,653</u>	
Total Revenue	<u>94,653</u>	
Local Cost	<u>163,959</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	63,775	Risk Management workers comp surcharge.
	79,712	Add 1.0 budgeted position for Project Administer for TCM revenue claims.
	<u>37,025</u>	Increase for overtime costs.
	<u>180,512</u>	
Services and Supplies	(15,344)	GASB 34 Accounting Change (EHAP).
	338,900	Reclassify professional services from other contract charges.
	12,068	To refurbish morgue tables with funds transferred in from special revenue fund (SAX).
	26,000	Increase general maintenance budget to reflect actual cost trends.
	20,000	Increase temporary help budget to reflect cost trends.
	40,000	Upgrade/maintenance of medical examiner and public guardian/admin. proprietary software.
	<u>3,771</u>	Minor adjustments for several line items.
	<u>425,395</u>	
Other Charges	61,000	Increase in forensic toxicology contract.
	<u>(338,900)</u>	Reclassify other contract charges to professional services.
	<u>(277,900)</u>	
Transfers	<u>15,344</u>	GASB 34 Accounting Change (EHAP).
Reimbursements	<u>(12,068)</u>	Transfers in from special revenue fund(SAX) to refurbish morgue tables.
Total Appropriation	<u>331,283</u>	
Revenue		
Current Services	3,000	Increase in coroner report fees.
	30,000	Increase in estate fees.
	<u>35,000</u>	Increase in other services revenue.
	<u>68,000</u>	
State, Fed or Gov't Aid	70,000	Reclassify other revenue for targeted case management to federal aid.
	<u>263,283</u>	Additional targeted case management revenues.
	<u>333,283</u>	
Other Revenue	<u>(70,000)</u>	Reclassify other revenue to state and federal aid.
Total Revenue	<u>331,283</u>	
Local Cos	<u>-</u>	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment -Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	1	1.0	43,492	43,492	-
Total Vacant	1	1.0	43,492	43,492	-
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact AAA PAC Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
<i>Note: If position is seasonal indicate next to Classification (Seasonal - May through August)</i>					
<u>Vacant Budgeted Not In Recruitment</u>					
		-	-	-	-
Subtotal Recommended - Retain		-	-	-	-
Total Slated for Deletion		-	-	-	-
Vacant Budgeted In Recruitment - Retain					
<i>Clerk III</i>	2896	1.0	43,492	43,492	-
Total in Recruitment - Retain		1.0	43,492	43,492	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

OTHER POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
527,219	-	527,219	10.0	In-house body removal services.
129,425	-	129,425	1.0	Computer inventory system to decedents and estate assets.
56,000	-	56,000	1.0	Automated Systems Analyst current dual filled.
77,567	-	77,567	1.5	Restore funding for Deputy Coroner position.
62,212	31,106	31,106	1.0	Additional Deputy Public Guardian position.
68,532	34,266	34,266	1.0	Additional Supervising Deputy Public Guardian position.
387,835	-	387,835	5.0	Additional Deputy Coroner positions.
1,308,790	65,372	1,243,418	20.5	Totals